



City of Austin - JOB DESCRIPTION



Administrative Senior

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10285	Salary Grade:	BA4
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Under limited supervision, provides various routine administrative functions to departmental staff.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides administrative support on projects by researching and compiling data.
2. Distributes and reconciles petty cash requests.
3. Monitors and tracks interdepartmental documents. Creates, maintains and archives documents.
4. Schedules and coordinates meetings and appointments.
5. Greets visitors, handles their inquiries and directs them to the appropriate person according to their needs.
6. Answers multi-line phones, transfers calls and takes messages.
7. Opens, sorts and distributes incoming mail.
8. Creates and maintains files, documents, records and reports.
9. Orders and receives office supplies, ensures invoices match deliveries, notifies appropriate personnel of discrepancies.
10. Prepares memos, letters and other documents.

Responsibilities - Supervisor and/or Leadership Exercised:

May lead or train others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques, and methods.

Knowledge of city practice, policy and procedures.

Skill in oral and written communication.

Skill in using computers and related software applications.

Skill in handling multiple tasks and prioritizing.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to train others.

Ability to work with frequent interruptions and changes in priorities.

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from High School or equivalent, plus five (5) years experience in a field related to the job.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.